



Council on Technology Services

Mobile Workforce Workgroup Draft Minutes

August 30, 2006

9:00 a.m. – 11:00 a.m.

VITA Headquarters – Chesapeake Conference Room
110 S. Seventh St, Richmond, VA 23219

Members Present

Farley Beaton, Chairman (VRS)
Jerry Allgeier (VDACS)
Jeanne Branch (DPOR)
Bethann Canada (DOE)

Linda Foster (TAX)
Darlene Quackenbush (JMU) – via phone
Bob Smith (Courts)

Members Absent

Mark Willis (VCU)

Others Present

Mike Hammel, Staff (VITA)
Christopher Doss (Alliance Group Ltd.)

Andy Harmond (IBM)
Fred Norman (CVC, LLC)

Call to Order

Chairman Farley Beaton called the meeting of the COTS Mobile Workforce Workgroup to order at 9:07 a.m.

Approval of the Minutes

Farley asked if there were any changes or corrections to the minutes from the July 26, 2006 meeting. There being none the minutes were approved as presented.

He then asked if there were any changes or corrections to the minutes from the August 2, 2006 meeting. There being none the minutes were approved as presented.

Update from VITA TSAC

Mike Hammel updated the workgroup on his telework activities at VITA. The VITA Telework Strategy and Advisory Committee has met a couple of times and is in the process of finalizing its charter, among other activities. He noted that they are pursuing, along with Northrop Grumman, the various technologies that would allow employees to telework using their personal computers.

Mike advised the workgroup that he will begin teleworking September 5, 2006, three days a week.

Linda Foster discussed a project underway at Tax to allow employees to use their personal computers to telework utilizing a product called MARS. She stated they were going to allow all eligible employees to begin teleworking soon but would have to use their own personal

computers. Only high performers would be allowed to telework. They added a performance rating category called 'extraordinary performer' which is above 'high performer'.

Fred Norman gave a report of the recent JCOTS Teleworking meeting. He noted that the committee is more interested in action and is open to policy suggestions to promote teleworking and removing barriers.

Discussion on the 8/2/06 presentations

The workgroup discussed the two presentations made at the August 2nd meeting.

Jerry Allgeier discussed a potential problem with the current DHRM policy which requires employees who telework to follow the same work hour schedule and regime as office workers. He noted that many businesses now allow their teleworkers to work any schedule they like as long as they get their work done. The employee's performance is evaluated based on outcome rather than seat time. The workgroup agreed to consider this for a possible policy change recommendation in the final report.

Jeanne Branch did not think the presentations did anything to change what the workgroup is about, nor should the workgroup change its work plan. Farley Beaton agreed that we need to move forward with the charter and work plan as written.

Darlene Quackenbush noted that in the DRPT presentation that Gus Robey pushed hard with the "getting on with it" theme. The workgroup might want to consider who is going to carry on with the efforts of this workgroup after it is disbanded. Concern was the potential for a lack of continuity.

Finalize Work Plan

Mike agreed to contact Pat Paquette at DHP and invite her to one of our meetings. John Harmond said he was willing to contact the Telework coordinator at Loudon County and invite her to one of our meetings. The workgroup reviewed the work plan and revised the due dates. Farley will update and distribute a revised work plan.

Meeting Schedule

The next meetings are scheduled for September 13th, 27th, October 11th, 25th, November 8th, 22nd, and December 6th, 20th.

New Business & Public Comment

Mr. Beaton asked if any Workgroup members had new business to bring to the Council. There was none.

Farley asked for public comment. Fred Norman suggested that the workgroup conduct a "visionary session" on teleworking at the upcoming COVITS.

Adjournment

There being no further business, Farley adjourned the meeting at 10:17 AM.